

Georgia Trauma Commission
Trauma System Planner: Job Description
02 AUGUST 2016

Objective: Plans, coordinates, and oversees requested improvement activities for the Georgia trauma Care Network Commission (GTCNC) and the Regional Trauma Advisory Committees (RTACs). Performs needs assessments, performance studies, facilitation of organizational planning, resource networking, and awareness sessions with commission and committee members.

- System Advising Activities:
 - Knows and understands all aspects of the Georgia Trauma System and is able to advise on organizational aspects of such
 - Analyzes various aspects of the trauma system and reports finding of issues, concerns, and benefits to the Executive Director along with possible solutions as the need arises
 - Acts as liaison with outside organizations (hospitals, EMS providers, 911 dispatch centers and other agencies) to gather or report program-related information
 - Provides program, technical, and or administrative assistance to various stakeholders in the trauma system
 - Works with each Region to build Regional Trauma Systems
- Statewide RTAC Coordinating Responsibilities:
 - Attends Regional EMS Council meetings, RTAC meetings, Emergency Management functions, and other meetings as needed
 - Serves as an advisor to the RTACs for their development needs
 - Serves as a liaison between the RTACs and the GTCNC
 - Works with all parties to develop metrics that will then be implemented and continually utilized to assess the effectiveness of the statewide RTAC programs and activities
 - Assembles and delivers reports on the status and progress of the statewide RTAC system
- Program management:
 - Manages projects as assigned by the Executive Director to include activities such as:
 - Manage and prepare budgetary items for defined projects;
 - Create and organize appropriate documentation; and
 - Recommend and implement changes to activities as approved by the Executive Director or GTCNC members to better prioritize resource usage or improve outcomes.
- Meeting and conference organization:
 - Assist the Executive Director in organizing and running various meetings and conferences
 - Finding, reserving and handling the logistics of meeting space to include seating, materials, and electronic needs such as conference phone lines and projectors
- Required Understanding:
 - Knowledge of the Georgia Trauma System
 - Ability to research and collect necessary information
 - Ability to develop program metrics and provide assessments
 - Ability to coordinate workshops and meetings
 - Ability to prepare and present information in front of large groups
 - Development and coordination of annual program budgets

- Preferred Qualifications:
 - Bachelor's degree in Healthcare, Business, Finance or other related field Experience with EMS / Trauma System / Health Emergency Preparedness/ Crisis Management/ Injury prevention systems (relevant professional experience may substitute for Bachelor's Degree of at least 5 years)
 - Experience in regional trauma systems development, oversight and performance improvement programs
 - Experience in grant writing
 - Experience in evidence-based research initiatives
 - Experience in conference planning
 - Knowledge of national EMS / Trauma Systems best practices
 - Experience in system design, planning, development and oversight preferably for trauma systems
 - Extensive knowledge of trauma clinical care best practices and public health administration, including related laws and regulation
 - Ability to use Microsoft Office to include Outlook, Excel, Power Point and Word